

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
02057

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
Explanation (Show any position replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive <input type="checkbox"/> 5. Moderate Risk		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fishery Biologist (51)	GS	482	12	DW	12-20-02
e. Recommended by Supervisor or Initiating Office	Fishery Biologist	GS	482	12		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

ARD - Fisheries

a. First Subdivision

US Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Fishery Biologist Series/Wildlife Biologist Series, GS-0482/0486; Jan. 1991, TS-101.

Typed Name and Title of Official Taking Action

Daria A. Wenger
Human Resources Specialist

STANDARD POSITION DESCRIPTION

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Daria A. Wenger

12-20-02

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL:
Uniform Required

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

POSITION DESIGNATED
AS MODERATE RISK

25. Description of Major Duties and Responsibilities (See Attached)

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- *6. To be completed by OPM when certifying position. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or non-exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- *8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- *9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, non-critical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency working down from there.
19. If the position is occupied, have the incumbent read the attache description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

Standard Position Description
Fishery Biologist GS-482-12

Introduction

The incumbent serves as a Fishery Biologist at a complex, high profile Fishery Resources Office and is responsible for the design, coordination, and operational aspects of a substantial portion of the station's biological program.

These stations generally involve several of the following which impact the scope and complexity of the incumbent's duties: large size and a variety of high priority/profile fish species; monitor of trust or endangered/threatened species of fish populations; controversial fishery use disputes; often conflicting fishery use surrounding the area of responsibility; serious contaminant or pollution issues; designated wilderness and natural areas; and a variety of cooperative research or monitoring projects on fisheries and habitat. Incumbent generally reports directly to a GS-14 Project Leader.

A. Major Duties

- Provides leadership for the design and implementation of a comprehensive biological program.

- Proposes, designs, and conducts studies or monitoring protocols to determine fish population status, trends, and problems in relation to office objectives and planned or ongoing habitat management, other geographic-based plans, recovery plans, and various laws dealing with Federal trust species.

- Prepares comprehensive fishery management plans to ensure preservation, protection, and enhancement of fishery resources and habitat. This requires coordination and review of plans that may encompass any and all programs that affect fisheries and their habitat. These include, but are not limited to, fish culture/quality control, fishery management assistance, sampling for exotic species, assessing fish populations, water quantity and quality, and recommending habitat management and restoration.

- Conducts ongoing analyses of program and analyzes results of special studies or investigations. Drafts or prepares reports with recommendation for changes, elimination, or improvement of operations and program plans.

- Provides assistance in carrying out programs to further good relations with local, Tribal, State, and Federal agencies and communities and to inform and educate the general public with the goals/objectives of the fishery resources program and the Service.

- Develops and negotiates cooperative agreements with public, private, or conservation organizations to provide funds and services for biological monitoring and investigation.

-Prepares and delivers presentations on various aspects of the fishery resources and the Fish and Wildlife Service.

-Responds to written, telephone, and in-person inquiries from the public and the news media.

B. Factors

1. Knowledge Required for the Position 1250 points

-Professional knowledge of fishery biology as it applies to an intensive management program of a complex high profile Fishery Resources Office.

-Knowledge and skill in modifying or adapting standard biological techniques and processes to overcome significant resource problems related to fish species production, protection, and habitat restoration and construction.

-Skill in collecting and analyzing scientific data in the preparation of reports and recommendations.

-Knowledge and skill in preparing and executing long-range management plans for a large fishery resources office. Plans prepared include monitoring, habitat management, disease control, and population recovery plans. Execution includes estimates of personnel, equipment, materials, and schedules.

-Highly developed knowledge and skill in oral and written communications. Ability to communicate information in a variety of forums including professional publications or meetings, groups of biologists, and the media.

-Skill in the use of biological program technology including radio and satellite telemetry equipment, computer models and software, Global Positioning Systems, and various fishery and habitat monitoring tools.

-Knowledge of agency policies and procedures and applicable Federal statutes and legislation governing the management of fishery resources.

-Knowledge of administrative management procedures to allow the effective planning and execution of a variety of biological programs.

2. Supervisory Controls 650 points

Direction is received in terms of broad and general objectives and policies related to area of responsibility of the fishery resources office. The incumbent and supervisor, in consultation, develop general objectives, projects, work to be done, and deadlines that

accomplish the biological program.

The incumbent works independently to design, plan and execute assignments. The incumbent is expected to resolve problems and controversies that arise through adaptation of policy, coordination with station staff and experts from other agencies, and negotiation with outside interests affected by fishery management programs or decisions.

Completed work is reviewed by the Project Leader but is considered to be technically authoritative. Recommendations and decisions are normally accepted without significant change.

3. Guidelines 450 points

Broad guidance is available in the Service and fishery resources manuals but is usually inadequate in dealing with species or habitat-specific issues that arise. Incumbent must often deviate from standard protocol due to the unknown life history or limiting factors of many species, and develop new methods or techniques of monitoring, capture, and data analysis to solve unforeseen operational problems.

4. Complexity 225 points

The design and execution of various biological studies and monitoring protocols often entails a full range of professional activities and multiple biological concepts including carrying capacity, limiting factors, species life history and behavior, nutrient flow and cycles, and migrational patterns. As such, in-depth analysis and evaluation of alternative courses of action are more routine than the exception. Some assignments affect and involve conflicting interest groups ranging from consumptive to non-consumptive fishery users. Alternatives considered must also take into account often conflicting missions of states, Tribes, the Service, and other Federal agencies.

Problems also arise since biological programs by nature usually involve outside technical experts in other agencies, and the general public due to their innate interest in fisheries. These problems require in-depth analysis and evaluation of alternatives, many of which can have serious implications for the general public, and sport and commercial fisheries users. Many fish species also carry political and socio-economic ramifications.

The work may require the extension or modification of existing biological techniques, a high level of difficulty in applying techniques, and original thinking to overcome resistance to change, both internally and externally.

5. Scope and Effect 325 points

The purpose of the work is to isolate and define unknown limiting factors affecting fisheries and to resolve often critical population declines due to unknown causes by developing new operational approaches. The work is critical to ensuring the health and

productivity of trust species of fish. As such, the work directly affects the mission of the Fish and Wildlife Service, legal purposes of the station, and the station's goals and objectives.

The work usually involves species of regional, national, and even international importance. For some trust, threatened, and endangered species, their continued existence may rest upon the research, monitoring, and protection derived from sound biological programs. Due to the regular application of innovative and adaptive techniques in fishery biology, the work often has a cumulative effect beyond the station and the region as other biologists adopt the techniques.

6. Personal Contacts 3

Contacts are with managers, biologists, contractors, and representatives from professional organizations from inside and outside the Service. Many outside contacts are with higher level researchers at major colleges and universities, and research stations of the U.S. Geological Survey. The incumbent is also in frequent contact with the media due to the compelling nature of, and public interest in, fishery management issues.

7. Purpose of Contacts C 180 points

Contacts are designed to inform or persuade, and to coordinate joint biological programs or negotiate agreements for biological work. Although most contacts are with persons or groups with mutual resource goals, some contacts with skeptical or fearful fisheries users or others affected by fishery resource decisions may prove hostile. Sound judgement, care, and human relations skills will need to be applied in these cases.

8. Physical Demands 20 points

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, and loading and unloading large boats, air boats and ATVs. The work requires average agility and dexterity and the ability to lift moderately heavy items of up to 50 pounds on a regular basis.

9. Work Environment 20 points

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Exposure to temperature and weather extremes is regular and recurring in the performance of the outdoor work. The incumbent is also exposed to various hazards common in wild habitats such as biting insects.

A condition of employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.